



Town of Arlington Board of Selectmen

Meeting Agenda

March 5, 2018

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Request: Special (One Day) Beer & Wine License, 3/17/18 @ Whittemore Robbins House for a Private Event
Diane Gardner
2. Request: Special (One Day) All Alcohol License, 3/24/18 @ Lesley Ellis School, 34 Winter Street for Spring Fundraiser
Jen Hodgdon, Director of Development, Lesley Ellis School
3. Approval: Elderly and Disabled Tax Relief Fund
Dean Carmen, Town Treasurer

APPOINTMENTS

4. Tree Committee
Brian Turnbaugh (term to expire 2/28/2021)
5. Surveillance Study Committee
Christina Hildebidle
(tabled from 2.26.18 meeting)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

6. For Approval: Opening of Warrant for Special Town Meeting
7. Vote: Special Town Meeting, May 2, 2018
Adam W. Chapdelaine, Town Manager

WARRANT ARTICLE HEARINGS

Articles for Review:

- Article 17 Bylaw Amendment/Demolition of Historic Structures
- Article 18 Home Rule Legislation/ Appointment of Town Comptroller
- Article 19 Home Rule Legislation/Municipal Finance Department

FINAL VOTES & COMMENTS

Articles for Review:

- Article 6 Bylaw Amendment/Capital Planning Committee
- Article 11 Bylaw Amendment/Vacant Store Front Registry

Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture
Article 14 Bylaw Amendment/Tree Preservation and Protection
Article 21 Vote/Vision 2020

CORRESPONDENCE RECEIVED

Request to move "No Parking Sign" at corner of Warren and Beacon Street
Beth Badik, 1 Beacon Street

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS March 19, 2018



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 3/17/18 @ Whittemore Robbins House for a Private Event

Summary:

Diane Gardner

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Special_One_Day_Application_3.17.18.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Diane Gardner

Address, phone & e-mail contact information: 15 Linden Street, Arlington, MA 02476; 781-2236473;
dsgardner@verizon.net

Name & address of Organization for which license is sought: _____

Does this Organization hold nonprofit status under the IRS Code? ____ Yes __X__ No

Name of Responsible Manager of Organization (if different from above):
Nancy Hewitt

Address, phone & e-mail contact information: 30 Chandler Street Arlington, MA 02474; 617-429-9419; bostonbestbar@aol.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? One time Event _____

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-429-9419;

Title of Event: Matthew Magee's Birthday Party

Date/time of Event: March 17, 2018

Location of Event: Whittemore Robbins House

Location/Event Coordinator: Victoria Rose

Method(s) of invitation/publicity for Event: Invitation by mail/computer

Number of people expected to attend: Approximately 50 guests.

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? Yes, 4-6 children ages 14-15.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. The TiPS Certified Bartenders will practice the rules of bartending service.

Have you consulted with the Department of Police Services about your security plan for the Event?
YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

OFC. Corey P. Rateau Date *3/1/18*
OFC. COREY P. RATEAU
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)
Beer, Wine, and Signature Cocktail (Manhattan)

What types of food and non-alcoholic beverages do you plan to serve at the Event? Water, Soda, Mediterranean Menu from Café Barada- VEGETARIAN Hoummos Baba Ghannouj Vegetarian Grape Leaves Falafil Mujederra Yogurt Cucumber Salad MEAT Chicken Shish Kebab Lamb Shish Kebab Kibby SIDES Rice Pilaf Grilled Vegetables

Who will be responsible for serving alcoholic beverages at the Event? Nancy Hewitt and Tanya Lynch from Boston Best Bartending Service.

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Tanya Lynch- _____

Nancy Hewitt- _____

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlas Liquors in Medford.

Date of Delivery: Saturday, March 17, 2018

Alcohol Serving Time (s): 7pm-10pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? Unopened beverages will be picked up by Wholesale liquor company and opened will be placed by responsible manager into the trunk of client.

Date of Pick-Up: Monday, March 19, 2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) Please see enclosed Liquor Liability Insurance, TiPS Certificates

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: Diane Gardner

Printed name: Diane Gardner

Printed title & Organization name: Matthew Magee's Birthday Party

Email: dsgardner@verizon.net

Diane Gardner
15 Linden Street
Arlington, MA 02476
dsgardner@verizon.net

Whittemore Robbins House
670R Massachusetts Ave. Arlington, MA 02476

2 March 2018

SECURITY PLAN FOR DIANE GARDNER BIRTHDAY CELEBRATION

A Birthday Party will be held on Saturday, March 17, 2018 from 6:00pm-11:00pm at the Whittemore Robbins House. Alcohol service will run from 7pm-10pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 50 guests to attend. There will be approximately 45 adults and four to six children under the age of 21.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Boston Best Bartending will provide the alcohol service with TiPS Certified Bartenders Nancy Hewitt and Tanya Lynch. The menu will be Mediterranean Cuisine from Café Barada and will include VEGETARIAN: Hummous, Baba Ghannouj, Vegetarian Grape Leaves, Falafal, Mujederra, Yogurt Cucumber Salad. MEAT: Chicken Shish Kebab, Lamb Shish Kebab and Kibby SIDES: Rice Pilaf Grilled Vegetables

Nancy Hewitt, Responsible Manager, and Tanya Lynch, bartender, and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be available in the Robbins Library parking lot, Whittemore Robbins House parking lot, and on the side streets, as well as Massachusetts Avenue.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tarpey Insurance Group 442 Water St PO BOX 567 Wakefield MA 01880-4667	CONTACT NAME: Corinne Rescigno PHONE (A/C, No, Ext): (781)246-2677 FAX (A/C, No): (781)224-0973 E-MAIL ADDRESS: corinne@tarpeyinsurance.com
INSURED Boston's Best Bartending Service, Inc., DBA: 42 Temple Street Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE INSURER A Mt Vernon Fire Insurance Co INSURER B Safety Indemnity INSURER C Travelers INSURER D General Star Indemnity INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 17-18 new

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CL2701819A	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6205807	3/2/2017	3/2/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 250,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$ 100,000 Underinsured motorist BI split \$ 20/40
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			XL2557127A	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		6KUB0494M44416	10/18/2017	10/18/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	LIQUOR LIABILITY			IMA840615C	9/1/2017	9/1/2018	PER OCCURRENCE 1,000,000 AGGREGATE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: March 17, 2018

Guests: 50

Additional insured: Town of Arlington

CERTIFICATE HOLDER

CANCELLATION

Whittemore Robbins House
670R Mass Ave
Arlington, MA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rebecca Berube/REBECC

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD



eTIPS On Premise 3.0

CERTIFIED

Issued: 10/01/2016

Expires: 10/01/2019

ID#: 4366169

Nancy Hewitt

30 Chandler St
Arlington, MA 02474-8517 USA

Online Use Only
Not Valid for Print



eTIPS On Premise 3.0 SSN: XXX-XX-XXXX

Issued: 6/29/2016

Expires: 6/29/2019

ID#: 4291210

D.O.B.: XXXXX/XXXX

Tanya E Lynch
55 City Hall Plz Apt 612
Brockton, MA 02301-4338

For service visit us online at www.gettips.com

iPS eTIPS On Premise 3.0 SSN XXX-XX-XXXX

Issued: 6/29/2016 Expires: 6/29/2019

ID# 4291219 DOB XXXXXXXXXX

Tanya E Lynch
55 Oak Hill Pk Apt 612
Brookline, MA 02301-4338

For service visit us online at www.gettips.com



Town of Arlington, Massachusetts

Request: Special (One Day) All Alcohol License, 3/24/18 @ Lesley Ellis School, 34 Winter Street for Spring Fundraiser

Summary:

Jen Hodgdon, Director of Development, Lesley Ellis School

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Special_One_Day_Application_3.24.18.pdf	Special One Day Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Jen Hodgdon

Address, phone & e-mail contact information: Lesley Ellis School, 34 Winter St.
Arlington, MA 02474 781-641-5987 x1212 jhodgdon@lesleyellis.org

Name & address of Organization for which license is sought: Lesley Ellis School /
Schools for Children, Inc.

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Paul Stein

Address, phone & e-mail contact information: 8 Winchester Pl. Winchester MA 01890
781-641-2424

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

Annual ; March 25, 2017 same location

24-Hour contact number for Responsible Manager of Alcohol Event date: 508-245-0886

Title of Event: Lesley Ellis School Spring Fundraiser

Date/time of Event: Sat. March 24, 2018 6³⁰ - 11 pm

Location of Event: LES, 34 Winter St. Arlington (gymnasium)

Location/Event Coordinator: Jen Hodgdon

Method(s) of invitation/publicity for Event: private event for parents, staff, alumni, prospective parents

Number of people expected to attend: 175

Expected admission/ticket prices: \$ 20 pp

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 alcoholic drinks
free soda, H2O, coffee ; dinner buffet

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?
in process

OFFICE USE ONLY

Ted

edefrancisco@town.arlington.ma.us

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Mr. Corey P. Ratican
Off. Corey P. Ratican
Printed name/title

Date 3-5-18

POLICE COMMENTS:

Police
Request at least one safety detail.
Must have a Fire safety detail (crowd
control manager).

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer, wine, signature drink

What types of food and non-alcoholic beverages do you plan to serve at the Event? soda, H2O
coffee, tea, pasta, Ckn, meatballs, salad

Who will be responsible for serving alcoholic beverages at the Event?

Matt Ozelius, Brewery rep @ Jack's Abby Craft
Danny O'Donnell, Danny Keller

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Matt Ozelius, Jack's Abby Craft Lagers rep.
Danny O'Donnell
Danny Keller

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlantic Importing / Atlantic Beverage Distributors

Date of Delivery: March 22, 2018
Alcohol Serving Time (s): March 24, 2018
6:30 - 10:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
on Sunday, March 25, 2018 via Matt Ozelius and event manager
Jen Hodgden

Date of Pick-Up: March 25, 2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) attached

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: Jen Hodgden

Printed name: Jen Hodgden

Printed title & Organization name: Director of Development, Lesley Ellis School

Email: jhodgden@lesleyellis.org



Security plan for Special Alcohol License Application

Lesley Ellis School holds this spring fundraising event annually. Our community discourages overindulgence while encouraging an environment where people watch out for one another. Here are the points of our plan for the evening:

- Jeanette Keller and Jen Hodgdon keep a general eye on the crowd, and will be the go-to people if concern arises. As administrators, both know everyone in attendance at the event.
- Double doors to the school building at 34 Winter Street remain unlocked/accessible through the entire event.
- Staff working at the event are informed of the exits, while exit signage is clearly marked/visible.
- The parking lot adjacent to the school provides the majority of the parking. On street parking in designated areas will also be used.
- The bar will close one-half hour (at 10:30 p.m.) before the event ends (at 11:00 p.m.).

This event is mostly an internal LES community event (approx. 95%) including parents, staff and grandparents. The event is 21+.

The following administrators are present and working at the event:

- Deanne Benson, Head of School
- Jeanette Keller, Director of Auxiliary programs
- Jen Hodgdon, Director of Development
- Paul Stein, Exec. Director, Schools for Children, Inc.



CERTIFICATE OF LIABILITY INSURANCE

SCHOO-1

OP ID: AC

DATE (MM/DD/YYYY)

02/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER S. B. Goddard & Son Co. 7 Winn Street Woburn, MA 01801-2828 Richard Mahoney	CONTACT NAME: PHONE (A/C, No, Ext): 781-933-0076 FAX (A/C, No): E-MAIL ADDRESS:
INSURED Schools For Children, Inc. c/o Mr. Dale Lemke 8 Winchester Place Suite 202 Winchester, MA 01890	INSURER(S) AFFORDING COVERAGE INSURER A: The Travelers INSURER B: Pilgrim Ins Company INSURER C: Wesco Insurance Co. INSURER D: INSURER E: INSURER F:
	NAIC # 25623

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK1678933	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CSC00001003123	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			PHUB54621	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WWC3287499	07/01/2017	07/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Arlington is included as additional insured with respects to the Lesley Ellis Fundraiser being held at 34 Winter Street, Arlington, MA - 3/24/2018.

CERTIFICATE HOLDER

CANCELLATION

ARLING4 Town of Arlington Office of the Town Manager Attn: Fran Reidy 730 Massachusetts Ave. Arlington,, MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2014 ACORD CORPORATION. All rights reserved.

by it with you as proof of your TIPS certific

ID#: 4529842 Name: Daniel Keller
Exam Date: 5/18/2017 Expiration Date: 5/18/2020

TIPS eTIPS On Premise 3.0 **CERTIFIED**
Issued: 5/18/2017 Expires: 5/18/2020
ID#: 4529842

Daniel Keller
5 John St
Reading, MA 01867-2719

For services visit us online at www.gottips.com



Town of Arlington, Massachusetts

Approval: Elderly and Disabled Tax Relief Fund

Summary:

Dean Carmen, Town Treasurer

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Tax_Relief_Fun_M.Morse.pdf	Tax Relief Fund

Tax Relief Fund

For elderly and disabled residents

In 2017, Arlington Town Meeting voted to approve a new tax relief fund for elderly and disabled residents that own a home in Arlington. This fund is supported entirely through donations and will be provided to eligible property owners in need as funding is available.

DONATIONS NEEDED

On each tax bill there will be a check off box and location to donate to the tax relief fund.



SUPPORT OUR VULNERABLE NEIGHBORS

A committee will review applications and highest need applications will be supported as funding is available.



For more information:

www.arlingtonma.gov/taxrelief or call 781-316-3050



Do you need help with paying property taxes?



Applications for property tax relief fund available

Applications are available at the Council on Aging, Treasurer or Assessor's Office and can be accessed online:

www.arlingtonma.gov/taxrelief

Applications from residents in need are due by: April 1st

Other property tax relief programs available

- **Property tax work off programs for seniors and veterans**
- **Exemptions- Reductions in the amount of property tax due to the town. Available for qualifying elderly, veterans, and individuals experiencing extreme hardship.**

Call the Council on Aging at 781-316-3400 for more information



Town of Arlington, Massachusetts

Tree Committee

Summary:

Brian Turnbaugh (term to expire 2/28/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Turnbaugh_reference.pdf	Tree Committe Recommendation; B. Turnbaugh Resume and Letter; Meeting Notice

From: MEA <meaarlington@gmail.com>
To: Marie Krepelka <mkrepelka@town.arlington.ma.us>, Dan Dunn <dunster@dandunn.org>
Date: 02/22/2018 05:41 PM
Subject: Recommended new Tree Committee member

Dan,

The Arlington Tree Committee voted at our last meeting to recommend Brian Turnbaugh to the Selectmen as a new Tree Committee member. Brian has attended several of our monthly meetings, has a back ground in horticulture, environmental studies, and policy and would be a welcome addition to our current 8 member Committee.

Please see Brian's letter of interest and resume attached.

Please let me know of any questions.

Thank you in advance for your consideration.

Mary Ellen

Mary Ellen Aronow
Co-Chair, Arlington Tree Committee

Brian Turnbaugh
Arlington, MA 02476

January 15, 2018

To the Arlington Tree Committee:

I would like to be considered for membership to the Arlington Tree Committee. I enjoyed observing the committee meetings in December and January and greatly appreciate the mission and work of the committee. I hope to have the opportunity to contribute what I can to this work.

My wife and I moved from Washington, DC to 32 Mount Vernon Street in 2012. While in DC, I volunteered with a nonprofit organization whose goal was to increase the tree canopy of the District. The organization, Casey Trees, organized neighborhood volunteer groups to participate in tree plantings, worked with the city government to identify planting locations, recruited neighbors to water street trees, and conducted a GIS survey of all street trees in DC. I helped plant trees, guide other volunteers, water trees, and conduct the GIS survey.

I have a master's degree in public policy from the University of Maryland with a focus on environmental policy, and worked for several years to influence state- and federal-level policies. I believe that experience would be of use when crafting new policies to protect and expand Arlington's tree canopy.

I currently run a small vegetable farm with fields in Lincoln, MA. We sell produce at local farmers markets and restaurants. This work connects me on a daily basis to the dynamic world of plants and the soil. I have attached a resume to provide more details about my work background.

I have been searching for appropriate opportunities to increase my civic involvement with Arlington. I feel that my experience planting trees and working in public policy, combined with a long commitment to preserving and protecting the environment, make the tree committee the right place for me to get involved. Thank you for your consideration.

Sincerely,

Brian Turnbaugh

Good Roots Farm, Lincoln, MA

May 2013 – present

Owner-Operator

I founded and continue to operate a two-acre USDA certified organic vegetable farm selling direct to consumers and some wholesale, managing up to six part- and full-time employees per season. Good Roots Farm has sold at five farmers markets in eastern Massachusetts and supplied six restaurants and other outlets.

Lindentree Farm, Lincoln, MA

April–Nov. 2012; April–Nov. 2013

Assistant Grower

Assist with all aspects of production on 14-acre organic community supported agriculture (CSA) operation.

Duties include:

- Seeding, transplanting, bed preparation, cultivation, pest control, harvesting, and packing.
- Supervising work of CSA members and volunteers.
- Tractor work such as mowing, disking, bed making, cultivation, etc.
- Infrastructure maintenance, e.g., electric fences, overhead and drip irrigation.
- Greenhouse and hoop house operations.

Our House Farm, Olney, MD

April 2011 – November 2011

Farm Management Intern

Learn and perform all farm activities throughout entire growing season on this 4-acre certified organic vegetable farm. Our House Farm is located on the property of Our House, a nonprofit youth home dedicated to rehabilitating at-risk teenage boys. The farm partners with Our House, providing regular paid work experience to the residents and helping prepare them for life outside the juvenile justice system.

Duties included:

- Seeding, transplanting, tilling and bed preparation, cultivation, pest control, harvesting, and packing.
- Managing Our House workers, plus numerous high school interns and adult volunteers.
- Manage flock of 98 free-range laying hens.
- Infrastructure maintenance, e.g., fence construction and repair, greenhouse maintenance, drip irrigation.

Master Gardener Program, Washington, DC

February 2011

Master Gardener Trainee

Completed course work for Master Gardener Program of Washington, DC, a joint program between the University of the District of Columbia and the University of Maryland. Volunteer hours to date include work with a school garden in Washington, DC.

Eco City Farms, Edmonston, MD

August 2010 – January 2011

Volunteer

Assisted nonprofit urban farm with hoop house maintenance, composting, vermicomposting, irrigation infrastructure, and seed starting.

PUBLIC POLICY EXPERIENCE

Center for Effective Government (formerly OMB Watch), Washington, DC

July 2008 – April 2011

Policy Analyst, Environmental Right to Know. Responsibilities include:

- Monitor and analyze developments in federal policies that impact public access to information about environmental and public health threats and opportunities for public participation in policy making;
- Advocate for stronger federal policies to ensure public access to environmental and public health information and public participation;
- Write articles, blogs, reports, editorials, sign-on letters, and other materials to provide information and analysis to the public about federal environmental policies, focusing on information access;

- Build coalitions and networks with grassroots and other public interest groups in Washington, DC and around the nation to advance an agenda for protecting the public's right to know about environmental and public health issues.

Department of Budget and Management, State of Maryland, Annapolis, MD

July 2007 – July 2008

Budget Policy Analyst. Responsibilities included:

- Analyzing and evaluating the programs, policies, performance, and budgets of the MD Department of Agriculture, Energy Administration, Department of Planning, and three other State agencies;
- Preparing and presenting to senior State officials analysis and recommendations to address budget issues and to improve efficiency and effectiveness of State agencies and programs;

National Center for Smart Growth

Research and Education, College Park, MD

September 2006 – June 2007

Graduate Assistant. Researched land use policies and environmental issues for this nonpartisan center for research on sustainable development and related land use issues at the state and national level.

US Environmental Protection Agency, Washington, DC

May 2006 – August 2006

Intern. Assisted the Green Suppliers Network, an EPA partnership program among state governments, corporations, and the Department of Commerce, in strategic planning and program development.

IUCN – The World Conservation Union, Washington, DC

April 2005 – August 2005

Intern. Researched and analyzed bilateral trade agreements and US foreign assistance programs, and their environmental protections.

EDUCATION

School of Public Policy, University of Maryland

College Park, Maryland

Master of Public Policy in Environmental Policy

University of Pennsylvania

Philadelphia, Pennsylvania

Bachelor of Arts in Theater

ADDITIONAL SKILLS • ACTIVITIES

Sierra Club, Washington, DC chapter executive committee secretary, 2005 • Casey Trees Endowment Fund, Washington, DC citizen forester, 2005 – 2006 • National Park Service, Volunteers-in-Parks Program, 2005 – 2006.

Internet research • Advanced MS Word, Excel, Outlook, PowerPoint • Office management • Basic Spanish • Professional editorial experience.

Former professional stage actor; union member (Actors' Equity Assoc.); New York and regional theater.

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

February 23, 2018

Brian Turnbaugh
32 Mount Vernon Street
Arlington, MA 02476

Re: Appointment: Tree Committee

Dear Mr. Turnbaugh :

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, March 5th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Surveillance Study Committee

Summary:

Christina Hildebidle
(tabled from 2.26.18 meeting)

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	C._Hildebidle_reference.pdf	Town Manager Recommendation; C. Hildebidle Resume and Letter



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Christina Hildebidle, Arlington, MA, to the Surveillance Study Committee.


Town Manager

September 5, 2017

To Whom It May Concern:

I write to express interest in participating in the Surveillance Study Committee. I am an Arlington resident and Town Meeting Member in Precinct 1 with significant professional experience in social public policy.

I have experience in both this type of study as well as in civil rights work at the federal and state levels. I am the Principal and Founder of CMVH Consulting Group, where I help mission-based organizations maximize their impact. This includes doing a great deal of assessments and landscape scans in much the same way the Surveillance Study Committee will undertake its work. In my work at the League of Women Voters I led and managed a nation-wide team of thousands of grassroots, volunteer advocates all focused on the same issue campaigns and organizational goals including civil rights which touched on surveillance. I designed and implemented the vision for this team almost entirely independently.

I look forward to speaking with you soon about the Committee!

Sincerely,
Christina Hildebidle

RECEIVED
TOWN MANAGER
ARLINGTON, MA.
CHRISTINA HILDEBRAND
11ail.com
2011 SEP -5 P 9:15

EMPLOYMENT

Jobs for the Future

2017 – present

Senior Manager

- Develop and implement strategies that support and sustain program work
- Serve as a thought partner and project manager for strategic funding processes and proposal development

CMVH Consulting Group

2014 – present

Principal and Founder

- Provide consulting services to a diverse group of organizations focused on successful execution of strategy and maximizing impact
- Serve as advisor to clients, develop and lead project management process
- Deliverables have included developing strategic plans, public and private funding plans, branding and communications materials, fundraising materials and proposals, and overall thought partnership
- Foster new business including building relationships with prospective clients as well as cultivating and managing ongoing relationships
- Manage all business operations
- Manage contracts and compliance with outside consultants for legal, financial and administrative needs of the firm

BELL (Building Educated Leaders for Life)

2011 – 2014

Government Relations and Public Policy Director

- Developed and implemented policy and advocacy strategy, agenda and goals, in collaboration with senior leadership, focused on the tenets of a three-year strategic plan
- Represented BELL and served as a public face of the organization in a variety of public and private forums including coalition meetings and conferences
- Served as Project and Staff Manager for multi-million dollar proposals for public and private funding, including managing junior staff involved in proposal completion
- Primary point of contact with consulting firms, elected and regulatory officials in federal, state and local governments
- Collaborated with development team to fully fund programs across the country
- Built and executed organizational policy agenda in part through coalition efforts
- Cultivated and maintained relationships with key stakeholders in government
- Managed compliance staff
- Mentored and developed staff with a collaborative approach
- Utilized Salesforce to track organizational relationships and development related details

League of Women Voters of the United States

2007 – 2011

Advocacy Manager

- Coordinated long term and day-to-day advocacy goals of a national non-profit
- Developed issue campaigns and overall organizational message with an interdepartmental team

- Communicated policy views and organizational message to all levels of government, the public, and the media and using traditional and new medias
- Led and advised a nation-wide team of advocates
- Lobbied state and federal legislatures on a broad range of issues
- Attended all Board of Directors meetings and participated in Board Committee meetings to inform Board Members of organization progress

Grassroots Lobbyist

- Planned and coordinated lobbying and advocacy activities of field staff, grassroots volunteers and paid lobbyists including "Hill Days"
- Tracked legislative priorities, coordinated response directed at media and policy makers
- Prepared legislative analysis and talking points for a variety of issues
- Collaborated on cross-functional program teams contributing policy and political expertise

The Alliance for Children and Families

2006 – 2007

Policy Analyst

- Communicated policy and legislative agenda to all levels of government
- Monitored and analyzed legislation and regulation relevant to the organization
- Attended legislative sessions and committee meetings
- Reorganized data systems and improved technology within the Washington, D.C. office, reducing time spent on projects by staff at all levels

The Center for American Progress

2005 – 2006

Strategic Planning Consultant

- Coordinated and fostered relationships with key stakeholders
- Planned and organized first annual gala bringing in more than \$1M in one night
- Fundraised focusing on high dollar donors at a time when the organization was in its early growth stages

SERVICE

Cambridge Center for Families

- Member of the Board, 2015 – 2016
- Co-President, 2016 - 2017

The George Washington University, School of Public Policy and Public Affairs

- Women's Leadership Fellows Mentor, 2015 - 2016

EDUCATION

Masters in Public Policy, The George Washington University

2007

- Focus in social policy with cumulative final work in socioeconomic challenges in education and poverty policy

Bachelor of Arts, Political Science, The George Washington University

2004

- Focus in American Government and Congress



Town of Arlington, Massachusetts

For Approval: Opening of Warrant for Special Town Meeting

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Special_Town_Meeting_5.2.18.pdf	Opening of Warrant Special Town Meeting 5.2.18

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

OPENING OF WARRANT FOR SPECIAL TOWN MEETING

May 2, 2018

At their meeting of Monday, March 5, 2018 the Selectmen voted to open the Warrant for a Special Town Meeting. The Special Town Meeting will take place on Wednesday, May 2, 2018 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Tuesday, March 13, 2018 at 8:00 a.m. and will remain open until 4:00 p.m.

**SELECTMEN
OF THE
TOWN
OF
ARLINGTON**

A true copy.

Attest:

Richard T. Boyle
Constable, Town of Arlington

Date: _____



Town of Arlington, Massachusetts

Vote: Special Town Meeting, May 2, 2018

Summary:

Adam W. Chapdelaine, Town Manager



Town of Arlington, Massachusetts

Articles for Review:

Summary:

Article 17 Bylaw Amendment/Demolition of Historic Structures
Article 18 Home Rule Legislation/ Appointment of Town Comptroller
Article 19 Home Rule Legislation/Municipal Finance Department

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Warrant_Article_Text.docx	Warrant Article Text
▢ Reference Material	2018_ATM_Memo_to_BOS_re_Articles_17__18__and_19_(00020268).docx	Town Counsel Comments Articles #17, 18, 19
▢ Reference Material	Letter_to_10_registered_voter_article_#17.pdf	Letter sent to 10 registered voter article #17
▢ Reference Material	W.A._#17_Comments_L._Kardon.pdf	W.A. #17 Comments: L. Kardon
▢ Reference Material	Consolidated_FInance___Comptroller_PDF_File.pdf	W.A. #18 and #19 Comments from Town Treasurer, D. Carmen

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws ("Historically or Architecturally Significant Buildings") to amend the definition of "Significant Building" to include any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968; or take any action related thereto.

ARTICLE 18 **HOME RULE LEGISLATION/APPOINTMENT OF TOWN COMPTROLLER**

(Inserted at the request of the Town Treasurer)

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would allow the creation of a consolidated department of municipal finance upon a positive vote of the electorate; or take any action related thereto.

(Inserted at the request of the Town Treasurer)



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
Dean Carman, Treasurer
John Leone, Town Moderator
Proponents of Articles

From: Douglas W. Heim, Town Counsel

Date: March 5, 2018

Re: **Annual Town Meeting Warrant Articles #17, 18, and 19**

I write to provide the Board a summary of the above-referenced warrant articles to assist in the Board's consideration of these articles at its tonight's hearing on March 5, 2018.

ARTICLE 17

**BYLAW AMENDMENT/DEMOLITION OF HISTORIC
STRUCTURES**

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws ("Historically or Architecturally Significant Buildings") to amend the definition of "Significant Building" to include any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968; or take any action related thereto.

(Inserted at the request of Leonard Kardon and ten registered voters)

This article was inserted upon the resident petition of Mr. Leonard Kardon, who I expect will present the rationale for same at hearing. However, having spoken with Mr. Kardon, the intent of the article in my view is to expand the scope of which buildings in Arlington require review and approval of the Historical Commission prior to issuance of a permit for total demolition. While the proposal is clear, the impact of the requested revision however would very likely be more dramatic than intended, because “demolition” within the second clause of its definition in the bylaw often includes renovations.¹ Accordingly, I anticipate that Mr. Kardon may propose a more comprehensive examination of the Historical Commission Bylaw and related regulations to achieve his intended result of expanding what should be considered architecturally significant for the purposes of preventing total demolitions without overly regulating such structures.

ARTICLE 18

HOME RULE LEGISLATION/APPOINTMENT OF TOWN COMPTROLLER

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation implementing the recommendations of the 2012 Massachusetts Department of Revenue “Town and School Finance Analysis” report to make the Comptroller an appointment of the Town Manager; or take any action related thereto.

(Inserted at the request of the Town
Treasurer)

The Town Treasurer, Mr. Dean Carman (or his representative), shall present the bases for this warrant article to the Board. However, my understanding of the purpose of this proposal is

¹ As defined in Title VI, Article 6, “‘Demolition’ the act of pulling down, destroying, removing, or razing a building, or commencing the work of total or substantial destruction with the intent of completing the same. A structure is considered to be demolished if it is destroyed due to the owner's failure to maintain a watertight and secure structure. A structure shall also be considered to be demolished if more than twenty-five percent (25%) of the front or side elevations are removed or covered. Each elevation shall be calculated separately.”

to further harmonize municipal finance operations in Arlington by having the Town Comptroller report directly (for the most part) to the Town Manager. As the Board knows, the Comptroller presently directly reports to the Selectmen, is appointed solely by the Selectmen, and may be removed solely by the Selectmen. However, as an elected body with a host of duties within a Town Manager form of municipal operation, day-to-day management of the Comptroller and its office and the appointment and/or removal of the Comptroller presents a variety of logistical difficulties. Moreover, the Comptroller faces challenges in coordinating with other Town finance-oriented departments and personnel as a direct reporter to the Board.

The Town Manager Act amendment proposed by Mr. Carman would streamline financial operations by bringing the Comptroller under the Manager generally, while still maintaining the Board's important role as an elected body with direct access to the Town's chief accountant and financial officer. Under the proposal any appointment or removal of a Comptroller must be approved with the Board (so long as you act within a reasonable timeframe) and the Comptroller would maintain clear, direct access to the Board of Selectmen without requiring the Manager's consent. To this end, should the Board support this restructuring, Mr. Carman has diligently secured the input and general endorsement of the Finance Committee on the following motion (with some minor amendments having been made to incorporate feedback from Finance Committee members) in advance of your hearing.

VOTED: That the Town does hereby request and authorize the Board of Selectmen to file Home Rule Legislation to provide substantially as follows:

“AN ACT AMENDING THE TOWN MANAGER ACT OF ARLINGTON RELATIVE TO THE APPOINTMENT AND MANAGEMENT OF THE TOWN COMPTROLLER”

Section 1. Chapter 503 of the Acts of 1952 (The Town Manager Act of Arlington) as subsequently amended, is hereby amended as follows:

First, by amending Section “4” Appointive Powers of Selectmen so as to strike the words and punctuation the “the town accountant,” so as to read as follows (strike through text indicating words and punctuation to be deleted):

“Section 4. Appointive Powers of Selectmen

The selectmen shall appoint and may remove ~~the town accountant~~ election officers, the boards of appeal and the registrars of voters, except the Town Clerk as a registrar.

Second, by amending Section 15(a) to strike the words and punctuation “Comptroller and Coordinator of Data Processing,” so as to read as follows:

“Section 15. Powers and Duties of Manager.

In addition to the specific powers and duties provided in this act the Town Manager shall have the general powers and duties enumerated in this section:

- (a) The Town Manager shall supervise and direct the administration of all departments, commissions, boards and offices, except the Board of Selectmen, the School Committee, Moderator, Town Clerk, Town Treasurer and Collector, ~~Comptroller and Coordinator of Data Processing~~, Board of Assessors, Registrars of Voters, Election Officers, Boards of Appeal, the Finance Committee, the Capital Budget Committee and the Personnel Review and Appeals Board.*

While the town manager shall not supervise the board of assessors as an elected body, the town manager shall supervise and direct the administration of the assessors’ office and appoint the director of assessments in accordance with subsection (c). The director of assessments and all other assessors’ office personnel, except for the board of assessors, employed or in office when this act takes effect shall continue in their respective positions subject to chapter 31 or 150E of the General Laws, or both such chapters, if applicable, but otherwise subject to removal by the town manager as provided in this section.

Nothing in this section shall otherwise abridge the authorities or responsibilities of the board of assessors as set forth in chapter 41 of the General Laws or any other general law.

Third, by amending Section 15(c) as follows to insert a second paragraph so as to read as follows (underscored text indicated new language):

- (c) *Subject to the provisions of chapter thirty-one of the General Laws where applicable, and except as otherwise provided by this act, the Town Manager shall appoint upon merit and fitness alone, and may transfer and remove all officers and employees of the town, including maintenance employees of the school department and school custodians, but excluding other employees of the school department. Town officers and full-time employees not subject to said chapter thirty-one shall not be removed by him except on ten working days' notice in writing to said officer or employee, setting forth the cause of such removal.*

The town manager shall also appoint upon merit and fitness alone, the Town's Comptroller (also vested with the authorities of a "Town Accountant") subject to the approval of the Selectmen. Appointment of the Comptroller shall become effective upon the approval of the Selectmen. If the Selectmen fail to act by approving, rejecting, or requesting additional, reasonable time to consider a candidate however, appointment shall become effective on the thirtieth day following the day on which notice of the proposed appointment is filed with said board or committee. For the purposes of this section, notice of appointment shall be considered filed with said board of committee when such notice is filed at an open meeting of the Board of Selectmen.

The Comptroller may be removed by the town manager subject to the approval of the Selectmen. Removal of the Comptroller shall become effective upon approval of the Selectmen. If the selectmen shall fail to act, by approving, rejecting, or requesting additional, reasonable time to consider a termination however, removals made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed removal is filed with the board of selectmen. For the purposes of this section, notice of removal shall be considered filed with the board of selectmen when such notice is filed at an open meeting of the board of selectmen. Nothing in this paragraph shall supersede or abridge the Comptroller's employment rights afforded by state law.

Notwithstanding the foregoing section (c), the Comptroller shall be authorized to report directly to the Chairman of the Board of Selectmen, or any Member of the Board, on any matter in the Town at any time, without the necessity of prior approval from any other Town manager or official."

Section 2. This Act shall take effect upon its passage."

ARTICLE 19

HOME RULE LEGISLATION/MUNICIPAL FINANCE DEPARTMENT

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would allow the creation of a consolidated department of municipal finance; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

This article, also presented by Town Treasurer Dean Carman, proposes to establish a consolidated Town Finance Department by amending the Town Manager Act in the interests of improving and streamlining the Town's financial management. Under Mr. Carman's proposal, the Town Manager would appoint a Finance Director responsible for overseeing the Town's financial operations within a flexible Town Finance Department. The Comptroller, the Deputy Town Manager or Assistant Town Manager, or the Treasurer and Collector would be eligible to serve in the capacity of Finance Director if they are suitably qualified. Such a proposal builds upon changes already made since the Department of Revenue ("DOR") issued series of recommendations to improve financial operations in its 2012 analysis and report. Specifically, the proposal addresses the DOR suggestion the Town examine structural changes to improve the coordination of the Town's key financial officers under one point person's management.

Mr. Carman's concept for achieving such a goal is a concise addition to the Manager Act (most likely inserted as Section 29, with subsequent sections renamed) as follows:

SECTION 29. Finance Department.

There shall be established, by the Board of Selectmen, a Finance Department as herein provided. The Town Manager shall appoint a suitably qualified person to the position of Finance Director. The Finance Director shall be eligible to also hold the position of Comptroller, Treasurer and Collector, Deputy Town Manager or Assistant Town Manager. The Finance Director shall be sworn to the faithful performance of her/his duties by the Town Clerk or by a Justice of the Peace. The Town Manager shall establish such divisions and subordinate offices within the Finance Department as s/he deems necessary and shall prescribe the powers, rights, duties and liabilities of the same.

Moreover, if the Town Treasurer position is converted from an elected position to an appointed one at the Annual Town Election in April, these changes would require only special legislation to amend the Manager Act, and not an additional ballot question.

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

February 21, 2018

Dear Registered Voter:

The Board of Selectmen will meet on Monday, March 5th at 7:15 p.m. to discuss the Warrant Article petition that you signed. The meeting will take place in the Selectmen's Chambers, Town Hall, 2nd Floor.

Article 17 Bylaw Amendment/Demolition of Historic Structures

Please feel free to contact Fran or Ashley in my office at the above number to confirm or if you require any further information.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

ARTICLE 17 BYLAW AMENDMENT/DEMOLITION OF HISTORIC STRUCTURES

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws ("Historically or Architecturally Significant Buildings") to amend the definition of "Significant Building" to include any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968; or take any action related thereto.

(Inserted at the request of Leonard Kardon and ten registered voters)

Bylaw Amendment/ Expanding
Application of Demolition Delay

Leonard Kardon
65 Tanager Street
Arlington, MA 02476

Jayne Byrne
7 Argyle Road
Arlington, MA 02476

Bill Hayner
19 Putnam Road
Arlington, MA 02474

Jason Levy
62 Mystic Street
Arlington, MA 02474

Paul Schlichtman
47 Mystic Street
Arlington, MA 02474

Cindy Starks
1 Monadnock Road
Arlington, MA 02476

Andrew and Sarah Stockwell
19 Wyman Street
Arlington, MA 02474

Leah Sugarman
65 Tanager Street
Arlington, MA 02476

Jennifer Susse
45 Teel Street
Arlington, MA 02474

Christine Thielman
37 Coolidge Road
Arlington, MA 02476

Article 17 – Demo Delay Bylaw Expansion

Teardowns

- Are they a problem?
- Is the Demo Delay Bylaw a solution?

Negative effects of teardowns

- Disrupt the character of our neighborhoods
- Replace *relatively* affordable, smaller houses with large luxury style homes
- About 20-25 per year over last few years
- Master Plan: “High residential real estate values has led to demolition of smaller scale houses and their replacement with large houses out of scale with the existing neighborhood.”
- Newton study: "It is important to recognize that the city's heritage includes the 20th century and the type and style of houses distinctive to that time [(Bungalows, Cape Cods, Two-Story Colonials, Ranches, Split-Levels and others)]. It is also important for the city to protect these more recent historic resources using the same standards it employs for much older buildings."

Sample

Before



After



Sample

Before



After



Sample streetscapes to protect



458 Washington Street

MEMBER FDCIC | MEMBER SIF

New Wellesley bylaw could make town less of a teardown target

April 26, 2017 by bbrown — [Leave a Comment](#)

After a school vacation break, a refreshed Wellesley Town Meeting was right back at it this week mulling another significant proposed bylaw addressing the changing face of the town's housing market.

And like the [TLAG Amendment to the Large House Review bylaw](#) that passed two weeks ago, the [Historic Preservation Demolition Review bylaw](#) got Town Meeting's blessing this week. The demolition review bylaw passed via a clear voice vote, whereas the TLAG vote was closer, and determined by

Demo Delay Bylaw

- Currently covers list of about 1200 properties determined to be historically significant or in historic districts (planning to add 100 or so)
- Application to demo listed property referred to AHC
- AHC holds hearing within 30 days – “if demolition of the significant building would be detrimental to the historical or architectural heritage or resources of the Town, such building shall be considered a preferably-preserved significant building.”
- Demolition then delayed for one year from application date

Some Cities and Towns that use age of house rather than list

- Newton - fifty or more years old
- Cambridge - fifty years or more old
- Woburn - seventy-five (75) years or more old
- Wellesley - built prior to December 31, 1949
- Weston - constructed by 1945
- Watertown - 50 years old or older

Mass. Historical Commission

2010 Preservation Guide – “Most communities establish a base-line age criterion, usually buildings 50 or 75 years or older.”

2016 Presentation:

Age Based
Demolition Delay Bylaws and Ordinances

Properties meeting a certain age criteria are initially subject to review by the Local Historical Commission.

1915

1912

Counting House of the Textile Mills 1870

This type of bylaw/ordinance is best for most cities and towns.

2. Types of Demolition Delay Bylaws and Ordinances

Impacts

- Increased AHC workload
- Increased AHC budget
- Tax Growth Impact:
 - \$300-350K improvement per house
 - \$3600-\$4300 “new growth” tax per house
 - \$36,000-\$60,000 assuming 10-15 teardowns avoided (some will just be pushed to next year)

Discussion

- Are teardowns something we need to address?
- Is the Demo Delay Bylaw expansion worth trying?
- Next steps

Consolidated Finance Department

Comptroller Appointment

Finance Committee

February 21, 2018

Board of Selectmen

March 5, 2018

ARTICLE 19 HOME RULE/ MUNICIPAL FINANCE DEPARTMENT

MOTION: Article ____: VOTED: That the Town hereby amends the Town Manager Act as follows:

Insert after Section 28 the following:

SECTION 29. Finance Department. There shall be established, by the Board of Selectmen, a Finance Department as herein provided. The Town Manager shall appoint a suitably qualified person to the position of Finance Director. The Finance Director shall be eligible to also hold the position of Comptroller, Treasurer and Collector, Deputy Town Manager or Assistant Town Manager. The Finance Director. shall be sworn to the faithful performance of her/his duties by the Town Clerk or by a Justice of the Peace. The Town Manager shall establish such divisions and subordinate offices within the Finance Department as s/he deems necessary and shall prescribe the powers, rights, duties and liabilities of the same.

Background – 2011 / 2012

- 2011 Annual Town Meeting approves Article 51, requesting Town Manager to research a consolidated town / school finance department.
- Department of Revenue conducts [financial management review](#) – January 2012, makes recommendations to consolidate town and school financial departments.
- Town Meeting votes to receive DOR report under Article 32 of 2012 Annual Town Meeting.

Article 51, Vote / Implementation of Consolidated Town-School Finance Department, was submitted by Alan Jones and 10 registered voters

Background – 2012

- Fall 2012 - Town Manager forms Coordinated Finance Stakeholders Group to stimulate internal discussion and identify areas of improvement.
- Group consists of representatives of Town finance departments and oversight boards.
- Group met 10 times to formulate recommendations.

Joseph A. Curro, Jr.
21 Millett St.



Occupation: Web Integration Architect, MA Medical Society/The New England Journal of Medicine

Qualifications: Member and past chair of Arlington School Committee (2008-present), Human Rights Commission (2006-8), Symmes Neighborhood Advisory Committee (2006-7); Long-Range Planning Committee (2010-present); Town Meeting Member (1999-2000, 2003-11); Legislative aide, Massachusetts Senate (1987- 1990); Legislative intern, U.S. Senator John Kerry (1986-7); Master of Arts, International Economics and Finance, Brandeis University (1993).

Question: *In 2011, Town Meeting voted to have the “Town Manager research a consolidated Town-School Finance Department with input from the Board of Selectmen, School Committee, Superintendent, the Finance Committee and other appointed and elected officials with responsibilities related to financial management and report back to the 2012 Annual Town Meeting.”*

The Department of Revenue's (DOR) Division of Local Services (DLS) and the Massachusetts Department of Elementary and Secondary Education (DESE) were engaged to review Arlington's financial structure. The DLS completed their analysis and recently submitted a report, with their recommendations, to Town Officials for the upcoming 2012 Town Meeting. You can download the document here:

<http://www.arlingtonma.gov/public_documents/ArlingtonMA_TownMeet/2012ATM/reports/DOR_FinanceConsolidation.pdf>

One of the recommended action items is to place an Article in the Town Warrant for Annual Town Meeting to vote to submit special legislation to amend the "Arlington Town Manager Act" and establish a consolidated town finance department. Please state your views on this proposed course of action.

Curro LWV Statement – 2012, Continued

I support efforts to reform and reorganize Arlington's financial management structures, implementing recent recommendations of the Department of Revenue in a manner that is consistent with our town's values. I have discussed this issue at School Committee meetings; testified before Town Meeting, the Finance Committee, and the Board of Selectmen; and actively consulted with officials in other communities, where such reforms have been successful.

Current arrangements, which vest the Town Manager with great responsibility but limited accountability or oversight of financial operations are untenable for a municipality of Arlington's size. Consolidation of disparate functions under a professional department makes sense. Before beginning any reorganization, we must develop a blueprint for orderly transition. The DOR report presents some examples from other communities of interim arrangements that leverage the experience and institutional knowledge of the treasurer and other municipal finance professionals during the ramp-up period. My research and experience convince me that consolidation of general government and school financial operations as a second step may be beneficial. A prerequisite for this is the building of trust across jurisdictional boundaries and unqualified respect for the autonomy of the School Committee in budgetary matters. I believe I am uniquely qualified to help facilitate this.

Background – 2013

- Town Manager submits Article 22, *Home Rule Legislation / Municipal Finance Department* to the 2013 Annual Town Meeting.
- Sweeping reform is not embraced by Finance Committee and Selectmen, who both recommend, “No Action”.

Selectmen Recommendation:

That no action be taken under Article 22 (4-1). Mr. Greeley voted in the negative.

Kevin Greeley
363 Mystic Street
Candidate For Re-Election

Occupation: Chair Board of Selectman; President Greeley
Communication



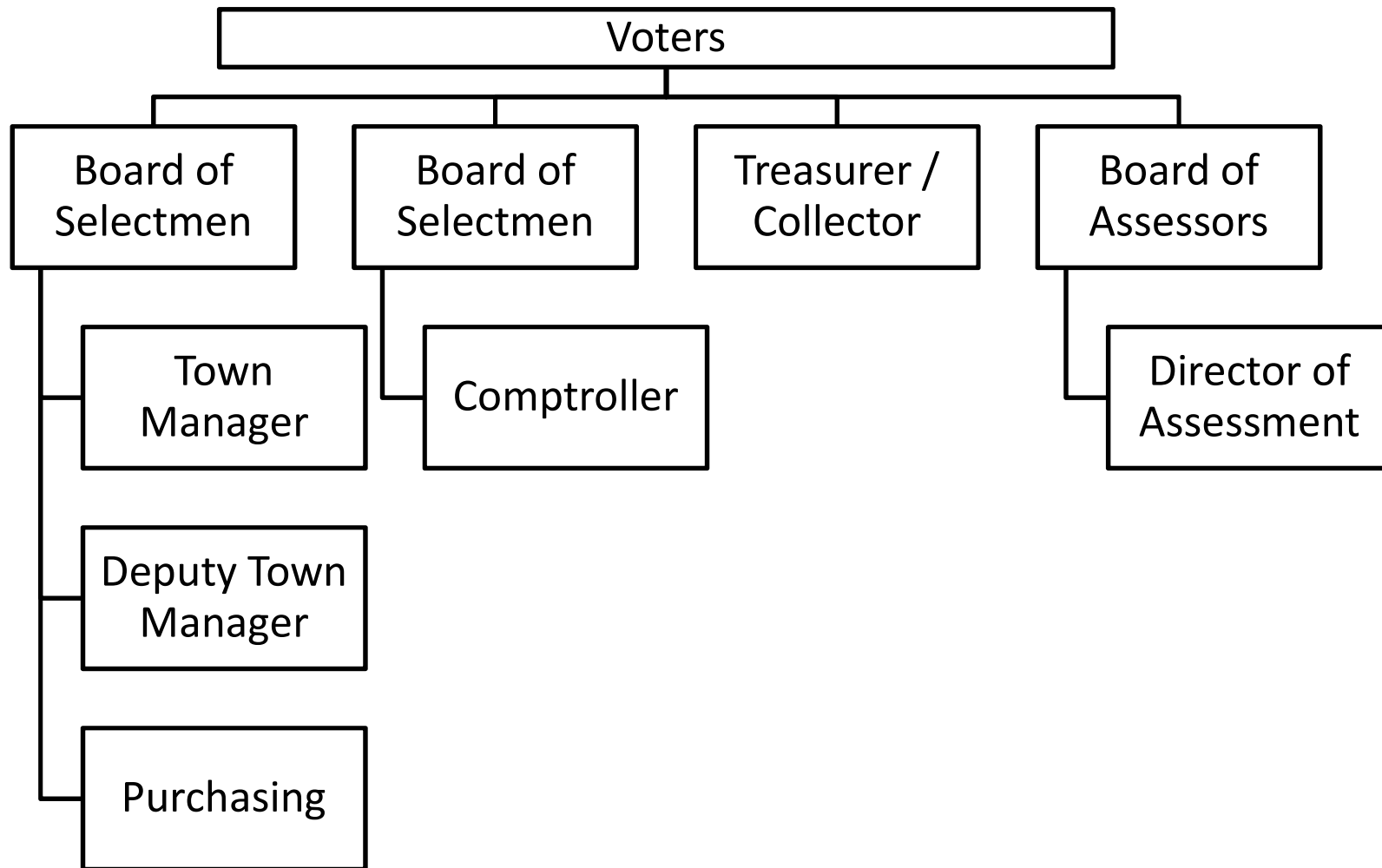
Qualifications: I believe after 24 years as Selectman (8 times as chairman) I am qualified and dedicated to continue to serve the people of Arlington. As Selectmen I have learned the importance of listening to all points of view. Arlington is an excellent town – we can make it better.

Question: *What would you like to see in the fiscal reorganization plan for the Town?*

I support the warrant article that will be before Town Meeting that recommends we put together a professional financial management department for Arlington. In MA of 65 communities with populations of more than 30,000 only 5 have not taken this step. We need to move our financial management into the 21st century.

Fiscal reorganization will bring professionalism, efficiency and consistency to all our financial matters. Professionalism will result in better hiring, staffing and operation of all functions. We'll be more efficient with better coordination of efforts and less duplication. For example, we should combine the Treasurer's separate Web Site with the Town's main Web Site. We'll have consistency of all information as reported by the Town Manager to the Board of Selectmen, Finance Committee, School Committee, Town Meeting and the citizens' of Arlington. We decided on a Town Manager form of government more than 50 years ago – he is our CEO. Fiscal reorganization is necessary to allow him to have control of all matters related to budgeting and spending. This year we should support this article at Town Meeting – next year we should discuss how to further our fiscal reorganization with our School Department.

2013 Organization Structure

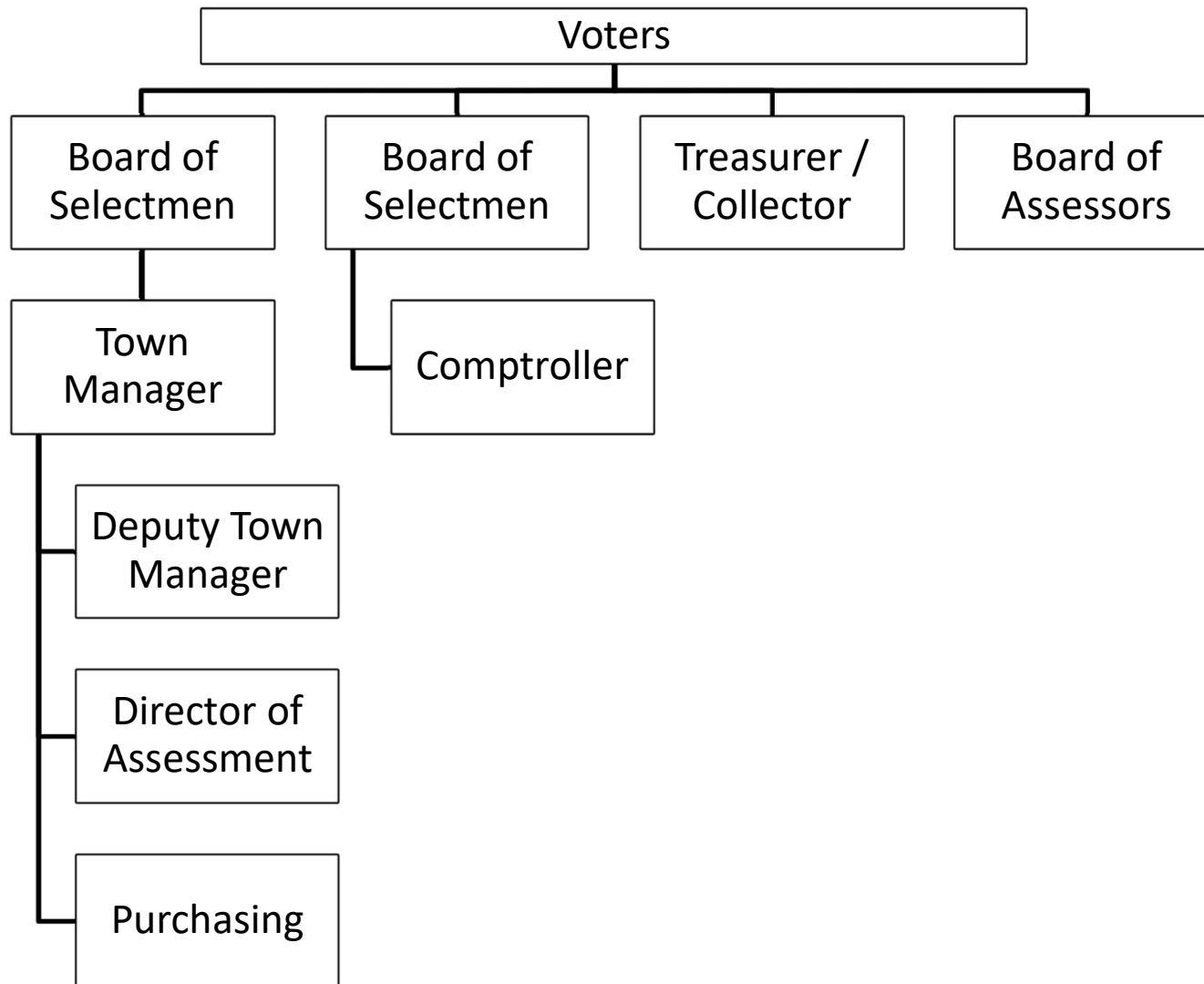


Background – 2015

- Article 15, *Home Rule / Board of Assessor Change*, is presented to the 2015 Annual Town Meeting.
- Proposal would move the hiring and supervision of the Director of Assessment from the Board of Assessors to the Town Manager.
- Proposal passes Town Meeting Yes 116, No 76.

Article 15, *Home Rule / Board of Assessor Change*, was submitted by Christopher Loreti and 10 registered voters

2015 to Current Legal Org Structure



Background – 2017

- March 2017, Both candidates for re-election to Board of Selectmen support a consolidated finance department.
- April 2017, Dean Carman elected Treasurer / Collector on platform of professionalizing the Treasurer's Office.
- January 2018, Article 19, *Vote / Appointment of Town Treasurer* is placed on warrant by Selectmen.
- Article 19 passes Town Meeting: Yes 154, No 57.
- Ballot question before the voters on April 7, 2018.

Daniel J. Dunn
Candidate for Re-Election

Occupation: Software Startup

Qualifications: I'm running for re-election because I can continue to help the town navigate the challenges that we face. I'm proud of the work that we've done and the choices we've made, but there are always new challenges. I enjoy the job and feel passion to attack the role every day.



Question: Do you support creating a combined town/school finance department with an appointed treasurer?

I support this proposal. We can make our finance teams more efficient if we put them on the same technology platform, aligned under single leader. The important thing to remember is the difference between the town's policy-making roles and professional roles. The Board of Selectmen and School Committee are policy-making bodies with part-time members. The policy-making bodies make decisions about how to allocate scarce resources and how the schools and municipal departments should operate. They are answerable to the voters. Once the policies are set, we should rely on full-time professionals to use their expertise in implementation. There was a time where it made sense for the different policy-making bodies to have separate professional groups working for them. With the improvements in technology, and the pressure to reduce costs of delivering services, we should merge these groups so we can stretch tax dollars further. It will free the policy-making boards to focus more on the important issues. Many towns in the commonwealth have reached this conclusion. The retirement of our current treasurer makes this the perfect time to make this change in our governance structure.



Diane M. Mahon: 23 Howard Street
Candidate for Re-Election

Occupation: Professional Court Reporter, Notary Public and Selectman

Qualifications: My job as a Professional Court Reporter has given me great insight and knowledge regarding our Mass. State and Federal Laws and their possible implications to our town. I've been a Selectman since first elected in 1999, serving as Chairman when elected by my colleagues.

Question: Do you support creating a combined town/school finance department with an appointed treasurer?

I support the consolidation of Town and school financial management operations with an appointed Town Treasurer as was recommended by the Massachusetts Department of Revenue in the Department's analysis of 2012. [Please see "Town of Arlington, Town and School Finance Analysis."]

At present, there is no one individual or committee with the authority to co-ordinate the Town's finances. The Town manager has provided informal direction to the various individuals and committees tasked with managing the Town's finances but as the report notes, "co-operation is voluntary and none of these officials can be held ...accountable by the manager."

The Town's financial management structure needs to be re-organized so that the various finance decision making centers are accountable to the town Manager through an appointed Treasurer.

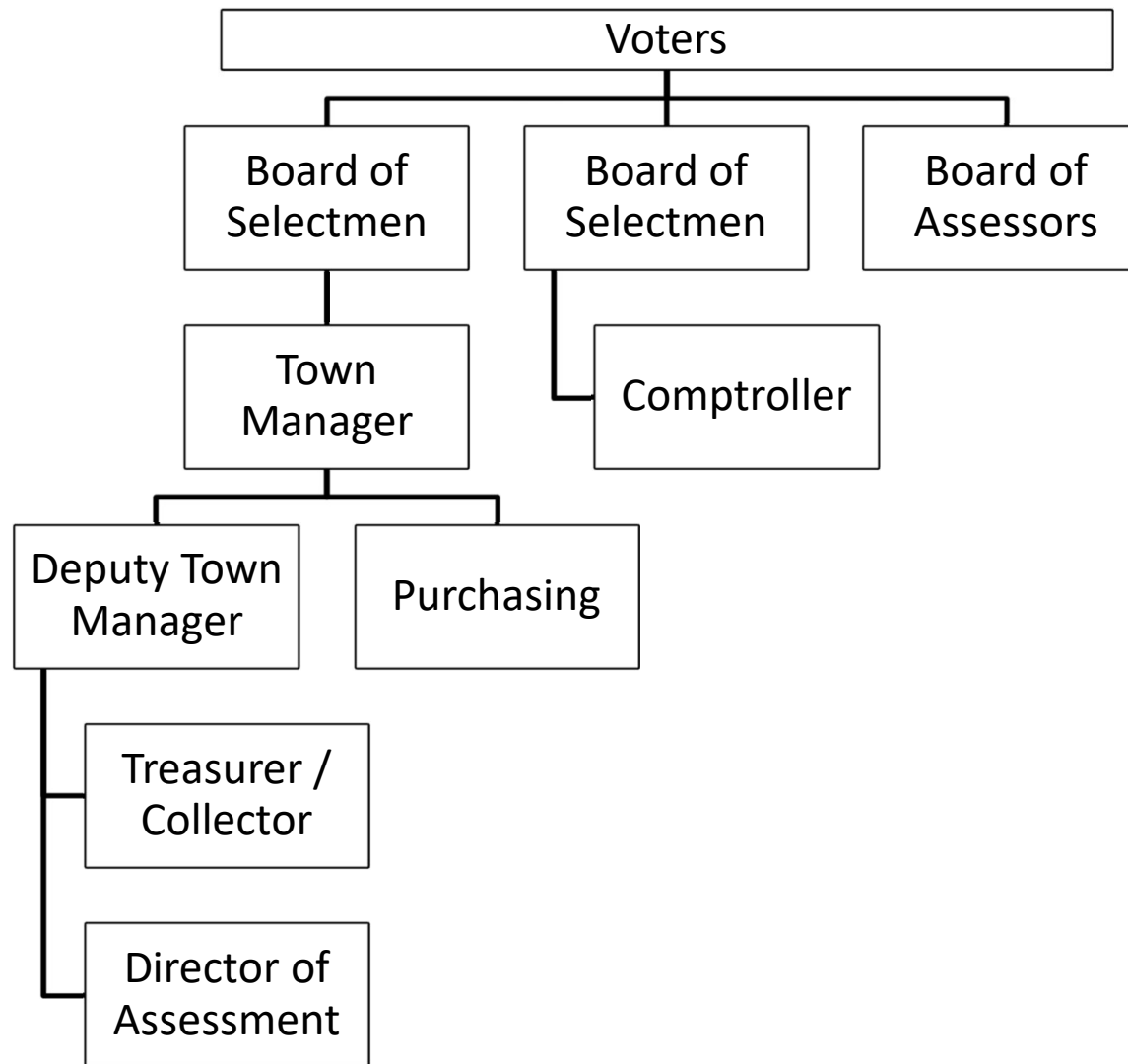
Once the Town has achieved this re-organization, steps should be taken to begin the process of consolidating municipal and school finances.

Arlington led the way statewide in 1952 with the approval of the "Town Manager Act," which established a strong, professional Town Manager position. We now have the opportunity to expand upon that earlier action to bring the Town's Financial Management into the 21st Century.

Background - 2017

- April 2017 - Deputy Town Manager and Treasurer / Collector enter into MOU that gives the Deputy Town Manager “dotted line” authority over the Treasurer’s office and makes the Deputy Treasurer the day to day department head.
- April 2017 – agreement to reorganize certain personnel in Treasury & Tax Collection Office supported by respective unions.
- May 2017 - Office of Treasury & Tax Collection begins to work as a member of a Consolidated Finance Department under the direction of Deputy Town Manager.

April 2017 “Effective” Org Structure



February 2018

- Arlington Finance Committee unanimously votes to support Article 19, Consolidated Finance Department.
- Arlington Finance Committee votes to support Article 18, changing the appointment and removal process for Comptroller (11-3).

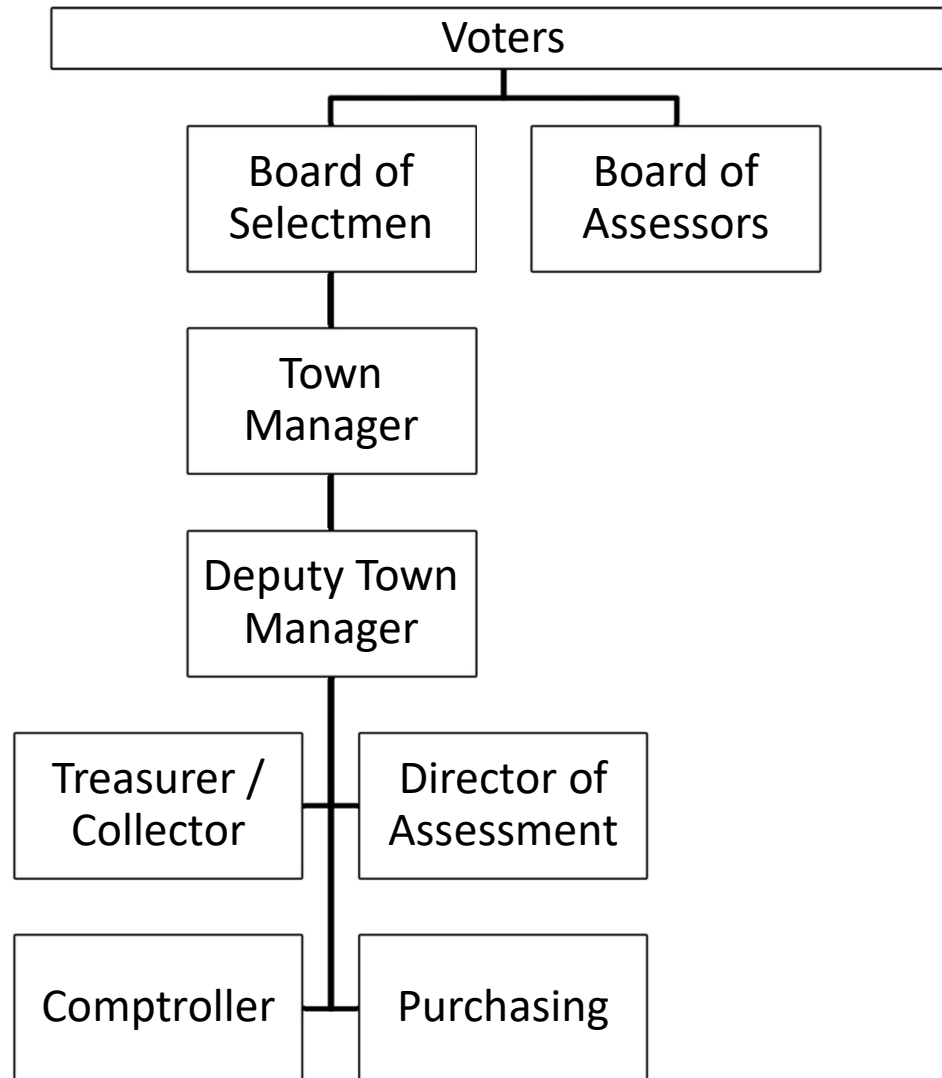
Improvements are Happening

- Monthly Finance Department meetings with Deputy Town Manager, Deputy Treasurer / Collector, Comptroller, and Director of Assessment.
- Improved daily communication between departments, leading to higher quality work product.
- Improved coordination on MUNIS and Invoice Cloud roll-out (real estate tax, excise, paperless billing, etc.) between IT, Treasury and Town Manager's office.
- Significantly improved process for bond issuance and maintaining AAA rating with S&P.

Consolidation Goals and Objectives

- Elimination of “silo” effect.
- Improved efficiency and productivity in day to day operations.
- Improved reporting process to internal and external stakeholders.
- Culture of information sharing and cross training.
- Career paths for town staff.
- Higher quality work product.
- Enhanced accountability.

Consolidate Finance Structure



Why Change the Comptroller?

- Become part of the consolidated finance team
- Day to day accountability to a supervisor.
- Improved career opportunity and ability to take on more responsibility.
- More attractive position in an environment that is lacking in finance talent.
- Ability to develop internal talent.

Comptroller Removal Provision

The Comptroller may be removed by the town manager subject to the approval of the Selectmen. Removal of the Comptroller shall become effective upon approval of the Selectmen. If the selectmen shall fail to act, removals made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed removal is filed with the board of selectmen. For the purposes of this section, notice of removal shall be considered filed with the Selectmen when such notice is filed at an open meeting of the Selectmen.

Breaking Down the Removal Provision

- For notice to be considered “filed”, the Town Manager must list it as an agenda item for the Selectmen’s Meeting (48 hours in advance).
- Failure to post the agenda item would be an Open Meeting Law Violation, and make the action void.
- The Selectman may vote to reject the notice in the same meeting it is presented by the Town Manager.
- Whether the matter is discussed in open session or executive session, MGL requires that the Comptroller be allowed to attend the meeting and speak in her / his defense.

Comptroller Selection Provision

The town manager shall also appoint upon merit and fitness alone, the Town's Comptroller (also vested with the authorities of a "Town Accountant") subject to the approval of the Selectmen. Appointment of the Comptroller shall become effective upon the approval of the Selectmen. If the Selectmen fail to act however, appointment shall become effective on the thirtieth day following the day on which notice of the proposed appointment is filed with the Selectmen. For the purposes of this section, notice of appointment shall be considered filed with said board of committee when such notice is filed at an open meeting of the Selectmen.

Question and Discussion



Town of Arlington, Massachusetts

Articles for Review:

Summary:

Article 6 Bylaw Amendment/Capital Planning Committee
Article 11 Bylaw Amendment/Vacant Store Front Registry
Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture
Article 14 Bylaw Amendment/Tree Preservation and Protection
Article 21 Vote/Vision 2020

ATTACHMENTS:

Type	File Name	Description
Reference Material	Final_Votes_and_Comments_for_Articles_6__11__14__and_21.docx_(00020269)_(1).docx	Town Counsel Final Votes and Comments Article #6,11,14, and 21



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

MEMORANDUM

TO: Board of Selectmen

FROM: Douglas W. Heim

DATE: March 5, 2018

RE: **Votes and Comments for Articles 6, 11, 14, and 21**

I write to provide the Board the following as draft Votes and Comments for your consideration at Monday's Board of Selectmen meeting regarding the previously heard, above-referenced warrant articles. I note that where existing bylaw provisions are amended by a vote, underlined text signifies new or additional wording, while strikethrough text signifies words and clauses to be eliminated.

ARTICLE 6 BYLAW AMENDMENT/CAPITAL PLANNING COMMITTEE

VOTED: That Title II, Article 3, Section 5, Capital Planning Committee of the Town Bylaws be and hereby is amended to expand the number of registered voter members appointed by the Moderator from four to up to six by adding the words "at least" in the first paragraph preceding the word "four" and further adding the words "and up to six" after same; as well as adding language after the date "July 1, 1986," and before the words "and said..." in the second paragraph, to read "with any the additional Moderator appointments added by the 2018 Annual Town Meeting commencing on or after September 1, 2018,"; and the following sentences added to the end of

the second paragraph “Moderator appointments may expire without reappointment or replacement so long as at least four Moderator appointees are maintained on the Committee. Each Moderator appointed member shall serve at least three years, unless removed for cause.”
to read as follows:

Section 5. Capital Planning Committee

There is hereby established a Capital Planning Committee consisting of the Town Manager, the Superintendent of Schools, the Town Treasurer, the comptroller, or their designees, a member of the Finance Committee and at least four and up to six registered voters of the town appointed by the Moderator.

The Finance Committee and Moderator appointed members shall serve for a three year term commencing July 1, 1986, with any the additional Moderator appointments added by the 2018 Annual Town Meeting commencing on or after September 1, 2018, and said members shall be eligible for reappointment. Moderator appointments may expire without reappointment or replacement so long as at least four Moderator appointees are maintained on the Committee. Each Moderator appointed member shall serve at least three years, unless removed for cause.

A vacancy shall be filled for the unexpired term in the manner of the original appointment. The committee shall choose its own officers. It may spend such sums as shall be annually appropriated.

(5 – 0)

COMMENT: The Town Moderator, Town Manager, and Capital Planning Committee concur that the work of the Capital Planning Committee at times strains the capacity of a nine member body (especially where five of the nine members are either professional staff or concurrently a member of the Finance Committee). Moreover, the last time the Committee had a vacancy, a greater number of qualified candidates applied than could be appointed to one open seat. Accordingly, the Board of Selectmen endorses this article to give the option to add two additional Moderator-appointed Capital Planning members. Each appointee would serve a minimum of three years, with the Committee always having at least four Moderator appointed members, such that the Committee could be as large as eleven (11) members, but would never be less than nine (9) absent a vacant seat.

ARTICLE 11 BYLAW AMENDMENT/VACANT STORE FRONT REGISTRY

VOTED: That Title V, Article 17 be and hereby is amended as follows:

First, that Section 2. (Definitions) is amended to change the definition of “Vacant Building” subpart ‘A’ by striking the word “twenty-one” (and number “21”) and replacing it with the word “ninety” (and number “90”) so as to read:

“Vacant Building” - Any unoccupied non residential commercial or industrial real property which:

A. Is not legally occupied, is abandoned, or is not used for a period of at least ~~twenty-one~~ ninety (2190) consecutive days or longer by occupants having custody or legal right of entry to such property;

and;

Second, that Section 3.B (Registration) is amended to strike the number “21” and replace it with the number “90” so as to read:

B. The Planning Director and the Building Inspector may jointly exempt a property owner from the provisions of this bylaw upon the presentation of evidence, in such form as may be convincing to them, that the failure to use or occupy a building for a period in excess of ~~21~~90 days does not violate the purpose or intent of this bylaw.

and;

Third, that Section 4 (Annual Registration Fee, Failure to Pay, Waiver) be amended to make annual registration fees due at the time of registration (and annually thereafter) by deleting and inserting language so as to read as follows:

Section 4. Annual Registration Fee, Failure to Pay, Waiver.

A. ~~On or before October 15 of each calendar year, the Town shall send a billing statement, setting forth the annual registration fee, to the owner of the vacant property. The annual registration fee is due at the time of registration of the vacant property. The property owner will be invoiced on an annual basis until the property is leased or sold.~~ The annual registration fee shall be set by the Board of Selectmen pursuant to M.G.L. c. 40, § 22F.

- B. ~~On or before November 15 of each calendar year, the owner of any vacant property shall pay to the Town an~~ The annual registration fee to covers the administrative cost of monitoring and ensuring the security and proper maintenance of such building, as identified in said billing statement. Failure to pay the annual registration fee shall be a violation of this bylaw, and the full fee shall be deemed an assessment resulting from a violation of this bylaw. Such fee, and fines issued for violations of this bylaw, shall constitute a “municipal charges lien” on the property, to be collected in accordance with MGL c. 40, § 58.
- C. Owners may apply for a waiver of the annual registration fee ~~on or before October 1 of each calendar year,~~ at the time of registration of a vacant property, requesting waiver of some, or the entire fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, owner agree to terms of exhibition as set forth by the Planning Department. Waivers requested on the basis of financial hardship are subject to a 30-day review period. If a waiver based on financial hardship is granted it will be reevaluated on a quarterly basis until property is leased or sold. If a waiver of the registration fee based on financial hardship is denied, the registration fee is due within 30 days of the decision.

(5 - 0)

COMMENT: The Board unanimously supports this modest adjustment to the Town’s highly successful Vacant Store Front Registry Bylaw based on the request and recommendation of the Department of Planning and Community Development and Inspectional Services Department. The updates are twofold. First, the length of time a property may be unoccupied before registration is required is to be extended from 21 days to 90 days. Second, the timing and process for payment of annual registration fees and waiver applications for same is to be simplified and more clearly delineated in the bylaw. Both of these changes are informed by feedback received from commercial property owners in Arlington.

ARTICLE 14

BYLAW AMENDMENT/TREE PRESERVATION AND PROTECTION

VOTED: That Title V, Article 16 (Tree Protection and Preservation), Section 4, Procedures and Requirements for Preservation of Trees, be and hereby is amended by striking the amount “\$500” in paragraph “C;” and inserting the following after the words “Tree Fund,” and before the words “prior to commencement,” “in the amount set by a mitigation schedule approved by the Select Board assigning a value per inch of DBH of

Protected Tree(s) to reflect the cost of planting and caring for new public trees”; so as to read as follows:

Section 4. Procedures and Requirements for the Preservation of Trees

A. Removal of Protected Trees on applicable sites shall be prohibited unless such removal is authorized by a written approval of the Tree Plan and commencement of work, in accordance with this Bylaw.

B. In all instances of construction or demolition as defined and applicable herein, the owner of the property shall submit a Tree Plan accompanied by a fee of \$50, to the Tree Warden prior to or concurrent with an application for a building or demolition permit. Additionally, if any Protected Trees were removed during the 12 months preceding the application for a building or demolition permit, such trees shall be accounted for on the Tree Plan to the best of the owner's ability, and shall be mitigated pursuant to paragraph 4.C

C. For each Protected Tree removed, there shall be either (1) a replacement tree planted on the property no later than 180 days after the Certificate of Occupancy is issued, of a minimum caliper of two and a half (2.5) inches and of a species native to the area and expected to reach a height of 50 feet or more at maturity; or (2) a \$500 payment made to the Tree Fund prior to commencement,” “in the amount set by a mitigation schedule approved by the Select Board assigning a value per inch of DBH of Protected Tree(s) to reflect the cost of planting and caring for new public trees, prior to commencement of work on the property, which the Town shall use to plant replacement trees in the vicinity of the tree removal or in other locations in the discretion of the Tree Warden.

D. If the Tree Plan is consistent with the requirements of this Bylaw, the Tree Warden shall so certify in writing approving the Tree Plan and commencement of work. Said certification shall occur within 10 business days. If the Tree Plan as submitted does not satisfy the requirements of this By-law and associated rules and regulations, the Tree Warden shall so notify the applicant with recommendations to achieve compliance. The Tree Warden shall be permitted access to the site during normal business hours to verify and ensure compliance with the approved Tree Plan.

COMMENT: The Board also unanimously recommends positive action on this update to a successful bylaw adopted by Town Meeting in 2016, offered by the Tree Committee with the support of the Tree Warden. After a full year working with this bylaw, it has become clear that the current fee set for removing protected trees - \$500 into the Town's Tree Fund (for planting trees in public spaces, and where agreed upon, on private property), is often insufficient to cover the costs of planting replacement trees. Moreover, the fee does not sufficiently account for the difference between removing large, mature trees, and relatively young, smaller trees.

In order to bring the fee in harmony with the true cost of planting replacement trees, as well as in sync with the parallel fee associated with public shade tree removal, the Tree Committee and Warden recommend affording the Board of Selectmen the ability to annually set the mitigation fee to keep it consistent with actual costs and the same charge being applied to mitigate public shade tree removal, and to do so with a fee that is lower or higher depending on the width (and therefore age of the tree in most instances).

Currently, mitigation fees for public shade trees are set at \$50 per DBH. The Tree Committee informs the Town Manager that the actual cost of replacement trees is likely between \$50 and \$100, but whatever amount is appropriate, would only be approved after a public hearing and opportunity to hear stakeholder perspectives under this revised approach. We note that this proposal does not eliminate applicants' ability to replace removed protected trees by planting their own trees rather than paying into a mitigation fund for the Town to plant trees, and as such support the proposal forwarded by the Tree Committee.

ARTICLE 21

VOTE/VISION 2020

VOTED: That the 1992 vote of Town Meeting (Article 41) as subsequently amended by the of the 2015 vote of Town Meeting, (Article 12) reorganizing is hereby replaced in its entirety with the following:

A. Vision 2020 Name Change

That the committee previously known as Vision 2020 Standing Committee will henceforth be known as Envision Arlington Standing Committee.

B. Envision Arlington Standing Committee Establishment and Purpose

That the Town hereby provides for the appointment of a committee and advisory board, to be called the Envision Arlington Standing Committee, which will create, implement, monitor, and review methods for open, town wide public participation in the Envision Arlington process. The Envision Arlington process is intended to be an ongoing process of discussion, action and review whereby all members of the community are invited to participate in a range of activities (including surveys, forums and online discussions) aimed at developing and refining how our community realizes the intentions of vision statements for Arlington (previously known as Town Goals under Vision

2020). The committee will create task groups or working groups, and support existing ones, consisting of residents, community groups, town personnel and other stakeholders. The committee will report to Town Meeting on the action items and evolving vision that will result from the Envision Arlington process.

C. Standing Committee Membership, Quorum, Administration, & Organization

The Standing Committee shall consist of nine (9) Voting Members including a Chairperson, and a ten (10) person non-voting Advisory Board. Voting members and the Advisory Board shall both be charged with fulfilling the mission of Envision Arlington. Only Voting Members shall have authority to make decisions and set policy of the Committee and otherwise bind the committee by a majority vote of a quorum. However, the Advisory Board shall have the right to be recognized at meetings and request topics and issues be placed before the Standing Committee on agendas. A quorum shall consist of a majority of Voting Members (5).

1. Appointment of Voting Members

a. Voting Members shall be comprised of:

- i. Two (2) Town of Arlington residents appointed by the Town Moderator for three year terms;**
- ii. Two (2) Town of Arlington residents appointed by the Superintendent of Schools with approval of the School Committee for three year terms;**
- iii. Two (2) persons appointed by the Town Manager with approval of the Board of Selectmen for three year terms;**
- iv. Two (2) persons appointed by the Director of Planning and Community Development with approval of the Arlington Redevelopment Board for three year terms; and**
- v. One (1) Chairperson, who shall be a resident nominated by a majority vote of the eight (8) above-listed Voting Members following recommendations from the Town Manager and School Committee Members, and approved by the Board of Selectmen. The Chairperson shall serve an initial three-year term, with all subsequent terms for three years.**

b. All Voting Members shall be eligible for reappointment.

c. At all times at least one of the four collective appointments between the Town Manager and the Director of Planning shall be a current Town employee. All Town Manager and Director of Planning appointees who are not Town employees must be Town residents.

- d. A vacancy of the Committee shall be filled by the relevant appointing or designating authority.

2. Advisory Board

The Advisory Board will be composed of the following ten (10) total members: the Town Manager, the Superintendent of Schools, the Town Moderator, the Director of Planning and Community Development, Town Counsel, one secondary student residing in the Town of Arlington appointed by the Superintendent and approved by the School Committee on a one-year term, and the Chairpersons of the Board of Selectmen, the School Committee, the ARB and the Finance Committee or such bodies' designees.

D. Effective Date and Appointments

Following Town Meeting approval of this revised vote, all active Voting Member appointments to the Vision 2020 Standing Committee will remain in effect for the Envision Arlington Standing Committee.

(5 - 0)

COMMENT: As the year 2020 quickly approaches, the Board recommends favorable action on this continuation of the update to Vision 2020 enacted at the 2015 Town Meeting. Along with renaming Vision 2020 "Envision Arlington," the crux of this vote is revising the mission and goals of Vision 2020 to be more flexible as our community engages to identify the Arlington of tomorrow as we see it today. The structure, appointments, and other facets of this body of Town Meeting's creation remain otherwise unchanged from the 2015 amendments.



Town of Arlington, Massachusetts

Request to move "No Parking Sign" at corner of Warren and Beacon Street

Summary:

Beth Badik, 1 Beacon Street

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Badik_CR.pdf	Badik CR

From: "Garballey, Sean - Rep. (HOU)" <Sean.Garballey@mahouse.gov>
To: "mkrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>
Date: 02/28/2018 12:03 PM
Subject: FW: "no parking sign" in front of house - problem

Hi Marie,

I received this email a few days ago and was told to forward this to you by the board of selectmen. Hoping you can help. Thank you!

Best,
Sean

From: bethwasserman@gmail.com [mailto:bethwasserman@gmail.com] **On Behalf Of** Beth Wasserman Badik
Sent: Thursday, February 15, 2018 8:08 PM
To: Garballey, Sean - Rep. (HOU)
Subject: "no parking sign" in front of house - problem

Hi Sean,

I'm writing to you about a "no parking" sign that was installed in front of our house, at the corner of Warren and Beacon (we live at 1 Beacon Street).

I was very surprised and upset that when I got home today, there was a "no parking here to the corner" sign in front of our house. The sign is positioned such that there is now zero space to park in front of my own house.

I fully understand and agree that it's a good idea to not allow parking to close to the corner. I agree with having a sign like this - but i have some serious objections to how it was implemented.

1) We were not notified. I feel as a home owner, that if something changes to impact the quality of life in the home that i bought, I should be notified. (why do i say quality of life? because now a visitor - and we have many - has to park a great distance from our house. An appealing part of living in Arlington and not in Davis Square is the expectation to be able to park in front of the house).

2) As noted above, I understand and support having such a sign. I wish it was five feet closer to the corner. That would allow one car to fit in front of our house.

Is there a set distance required by code or regulation that no parking be permitted from the corner? if so, can you provide the citation and the distance?

If not, I urge consideration to move the sign 5 feet. Do you know what I can do to work to get the sign location moved?

It is really a huge issue to me. I feel that it affects our property value. I would not buy a house where you cannot park in the driveway (ours is exceptionally steep) AND you cannot park in front of the house. we dealt with the driveway - but it is very frustrating to now have a new parking constraint that we did not know about.

I look forward to your response on all my points above and I want to pursue getting the sign moved.

thank you,

Beth Badik

1 Beacon St, Arlington



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS March 19, 2018